

# City of Delray Beach

COMMUNITY REDEVELOPMENT AGENCY  
20 North Swinton Avenue - Delray Beach, FL 33444  
Phone: (561) 276-8640 - Fax: (561) 276-8558  
[www.delraycra.org](http://www.delraycra.org)



## CRA Meeting

Monday, June 11, 2018

1:30 PM

Regular CRA Board Meeting

Delray Beach City Hall - Commission Chambers  
100 NW 1st Ave, Delray Beach, FL 33444

## Community Redevelopment Agency

*CRA Board of Commissioners*  
*Chair Shelly Petrolia*  
*Vice Chair Shirley Ervin Johnson*  
*Deputy Vice Chair Angie Gray*  
*Treasurer Bill Bathurst*  
*Commissioner Adam Frankel*  
*Commissioner Ryan Boylston*  
*Commissioner Pamela Brinson*

## **RULES FOR PUBLIC PARTICIPATION**

**PUBLIC COMMENT:** Any citizen is entitled to speak on items under the Old or New Business sections at the time the items are heard by the CRA Board of Commissioners ("CRA Board"). Comments are limited to 2 minutes unless otherwise specified.

**ADDRESSING THE CRA BOARD:** Members of the public will be requested to complete a form or other document in order to inform the CRA Board of a desire to be heard. At the appropriate time, please step up to the lectern and state your name and address for the record. All comments must be addressed to the CRA Board as a body and not to individuals. Any person making disruptive, impertinent, or slanderous remarks or who becomes boisterous, while addressing the CRA Board and refuses to stop may be requested to leave by the meeting Chair. Any person who, at a Board meeting, willfully interrupts or disturbs the meeting in violation of Section 871.01, Fla. Stat., entitled "Disturbing Schools and Religious and Other Assemblies," is subject to arrest by those law enforcement officers present.

**SIGN IN SHEET:** Prior to the start of the CRA Board Meeting, individuals attending the meeting should sign in on the sheet located on the right side of the dais. The primary purpose of the sign-in sheet is to assist staff with record keeping.

## **APPELLATE PROCEDURES**

Please be advised that if any person decides to appeal any decision made by the CRA Board with respect to any matter considered at this meeting, that person will need a record of the proceedings, and that, for such purpose, the person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

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**1. Call to Order****2. Roll Call****3. Approval of Agenda****4. Approval of Minutes****4A. MINUTES- MAY 7, 2018 CRA BOARD MEETING**

**Attachments:** [May 7 Minutes Updated](#)

**5. Presentations****6. Public Comments on Non-Agenda and Consent Agenda Items****7. Consent Agenda****7A. FINANCIAL REPORT - MARCH 2018**

**Recommendation:** Receive and File.

**Attachments:** [Agenda Cover Report](#)  
[Financial Statement-March](#)

**7B. FINANCIAL REPORT - APRIL 2018**

**Recommendation:** Receive and file.

**Attachments:** [Agenda Cover Report](#)  
[Financial Statement-April](#)

**7C. CRA WORK PLAN MONTHLY PROGRESS REPORT, MAY 2018**

**Recommendation:** Receive and file.

**Attachments:** [Agenda Cover Report](#)  
[CRA Monthly Progress Report FY 17-18](#)  
[City CIP Project Map FY17-18](#)

**7D. CLEAN AND SAFE PROGRAM MONTHLY REPORT, APRIL 2018**

**Recommendation:** Accept and file.

**Attachments:** [Agenda Cover Report](#)  
[April Clean & Safe Report](#)

**7E. TROLLEY RIDERSHIP REPORTS - FY 2017-18 2ND QUARTER**

**Recommendation:** Accept and file.

**Attachments:** [Agenda Cover Report](#)  
[Trolley Second Quarter Report](#)

**7F. DELRAY BEACH MARKETING COOPERATIVE - FY 2017-18 2ND QUARTER REPORT**

**Recommendation:** Receive and file.

**Attachments:** [Agenda Cover Report](#)  
[DBMC Second Quarter Report](#)

**7G. DELRAY BEACH HISTORICAL SOCIETY - 2ND QUARTER FY 2017-18 A-GUIDE REPORT**

**Recommendation:** Receive and file.

**Attachments:** [Agenda Cover Report](#)  
[DB Historical Society A-GUIDE Report](#)

**7H. EXPANDING AND PRESERVING OUR CULTURAL HERITAGE INC. - 2ND QUARTER FY 2017-18 A-GUIDE REPORT**

**Recommendation:** Receive and file.

**Attachments:** [Agenda Cover Report](#)  
[EPOCH A-Guide Report](#)

**7I. DELRAY BEACH COMMUNITY LAND TRUST - 2ND QUARTER FY 2017-18 A-GUIDE REPORT**

**Recommendation:** Receive and file.

**Attachments:** [Agenda Cover Report](#)  
[DBCLT A-Guide Report](#)

**7J. DELRAY BEACH PUBLIC LIBRARY - 2ND QUARTER FY 2017-18 A-GUIDE REPORT**

**Recommendation:** Receive and file.

**Attachments:** [Agenda Cover Report](#)  
[DB Library A-Guide Report](#)

**7K. OLD SCHOOL SQUARE - 2ND QUARTER FY 2017-18 A-GUIDE REPORT**

**Recommendation:** Receive and file.

**Attachments:** [Agenda Cover Report](#)  
[Old School Square A-Guide Report](#)

**7L. GENERAL FUND CARRY FORWARD REPORT - FY 2016-17**

**Recommendation:** Approve the General Fund Carry Forward Report for FY 2016-2017.

**Attachments:** [Agenda Cover Report](#)  
[FY16-17 to FY17-18 Report](#)

## **8. Old Business**

**8A. AMENDMENT TO CRA BY-LAWS - MEETING DATES**

**Recommendation:** Approve the Amendment to Article III of the CRA By-Laws regarding Meetings of the Agency.

**Attachments:** [Agenda Cover Report](#)  
[Draft CRA by-laws](#)

**8B. APPOINTMENT OF CRA OFFICERS: FIRST VICE-CHAIR AND TREASURER**

**Recommendation:** By separate motions:

1. Appoint a member of the Board to the position of CRA First Vice-Chair, if desired.
2. Appoint a member of the Board to the position of CRA Treasurer, if desired.

**Attachments:** [Agenda Cover Report](#)

## **9. New Business**

**9A. CRA AUDITED FINANCIAL STATEMENTS - FY 2016-17**

**Recommendation:** Approve the 2016-17 Audit Report as presented by Caler, Donten, Levine, Cohen, Porter, & Veil P.A.

**Attachments:** [Agenda Cover Report](#)  
[CRA Audit Report 2017](#)

**9B. RESOLUTION NO. 2018-11 - AGREEMENT FOR PURCHASE & SALE - 98 NW 5TH AVE, LLC - 98 NW 5TH AVENUE**

**Recommendation:** Approval of Resolution No. 2018-11 for the Agreement for Purchase and Sale with 98 NW 5th Ave, LLC, with a purchase price in the amount of \$1,400,000.

**Attachments:** [Agenda Cover Report](#)  
[Location Map](#)  
[CRA Plan MAP-C](#)  
[Resolution 2018-11 - P&S Agmt 98 NW 5th Ave \(98 NW 5th Ave LLC\)](#)  
[Purchase & Sale Agreement – 98 NW 5th Avenue – Partially executed](#)

**9C. HABITAT FOR HUMANITY OF SOUTH PALM BEACH COUNTY - LETTER OF INTEREST TO PURCHASE CRA-OWNED RESIDENTIAL PROPERTY (238 SW 14TH AVENUE)**

**Recommendation:** By Separate Motion:

1. Authorize CRA Staff and CRA Legal Counsel to negotiate a Purchase and Sale Agreement for conveyance of the property located at 238 SW 14th Avenue to Habitat for Humanity of South Palm Beach County based upon the framework provided in the Letter of Interest, subject to any additional terms and conditions requested by the Board.
2. Authorize the posting of a Notice of the Intent to convey the CRA-owned property located at 238 SW 14th Avenue, to Habitat for Humanity of South Palm Beach County.

**Attachments:** [Agenda Cover Report](#)  
[Site Map and Letter of Interest](#)

**9D. RENT SUBSIDY PROGRAM FUNDING ASSISTANCE APPLICATION - ERIN L. DEADY, P.A. (54 ½ SE 6TH AVENUE)**

**Recommendation:** Approve the attached Rent Subsidy Program Grant Agreement with Erin L. Deady, P.A., located at 54 ½ SE 6th Avenue, for an amount not to exceed \$6,000, to be paid in \$500 monthly installments for up to 12 months.

**Attachments:** [Agenda Cover Report](#)  
[Rent Subsidy Program Guidelines](#)  
[Location Map - 54 SE 6th Ave](#)  
[Funding Assistance Detail Sheet](#)  
[Application Form](#)  
[Business Plan](#)  
[3 Year Projection](#)  
[Historical Financials](#)  
[Rent Subsidy Grant Agmt](#)

**9E. CURB APPEAL GRANT - 418 SW 14TH AVENUE (KELKER)**

**Recommendation:** Approve a Curb Appeal Grant for the property located at 418 SW 14th Avenue for an amount not to exceed \$15,000.

**Attachments:** [Agenda Cover Report](#)  
[Location Map](#)  
[Quote Information Sheet](#)  
[Estimate](#)  
[Photos of Existing Conditions](#)

**9F. CURB APPEAL GRANT - 655 NW 4TH STREET (PEACOCK)**

**Recommendation:** Approve a Curb Appeal Grant for the property located at 655 NW 4th Street for an amount not to exceed \$13,600.

**Attachments:** [Agenda Cover Report](#)  
[Location Map](#)  
[Quote Information Sheet](#)  
[In-House Estimate + Landscape Plan](#)  
[Photos of Existing Conditions](#)

**9G. SITE DEVELOPMENT ASSISTANCE PROGRAM FUNDING ASSISTANCE APPLICATION - CEASAR'S CATERING & MORE, LLC (37 SW 5TH AVENUE)**

**Recommendation:** Approve the attached Site Development Assistance Program Grant Agreement with Ceasar's Catering & More, LLC for the proposed interior improvement project located at 37 SW 5th Avenue, for an amount not to exceed \$27,711.12.

**Attachments:** [Agenda Cover Report](#)  
[Site Dev. Asst. Program Guidelines](#)  
[Location Map - 37 SW 5th Ave](#)  
[Funding Asst. Detail Sheet](#)  
[Completed Application Form](#)  
[Business Plan-Financial Projections](#)  
[Project Narrative](#)  
[Cost Estimates Overview](#)  
[Ceasar BBQ-A1.1-Floor Rev2](#)  
[Existing Conditions](#)  
[Site Development Asst Grant Agrmt](#)

**9H. OLD SCHOOL SQUARE - FIRST AMENDMENT TO THE FUNDING AGREEMENT FOR FISCAL YEAR 2017-18**

**Recommendation:** Approve the First Amendment to the Funding Agreement for Fiscal Year 2017-18 between the CRA and Old School Square Center for the Arts, Inc.

**Attachments:** [Agenda Cover Report](#)  
[Cover Letter](#)  
[3-Year Pro Forma Report \(Final\)](#)  
[Work out Plan](#)  
[FYTD 2018-04 Balance Sheet](#)  
[OSS 1st Amend to Funding Agreement 2017-18](#)

**10. Other Business**

- A. Comments by Commissioners
- B. Comments by Board Attorney
- C. Comments by Executive Director
- D. Comments by Staff

**11. Adjournment**



